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**WASHINGTON COUNTY
FINANCE COMMITTEE**

Courthouse - Government Center
West Bend, WI

May 1, 2013
8:00 a.m.

Present: Leslie Borman, Raymond Heidtke, Ralph Hensel, Robert Milich, and Todd White.

Also Present: Finance Director Susan Haag, County Clerk Brenda Jaszewski, County Board Chairperson Herbert Tennies, Administrative Coordinator Doug Johnson, Treasurer Jane Merten, Purchasing Manager Bill Kurer, Human Resources Director Peter German, Supervisor Joseph Gonnering, and Richard Bertram.

Chairperson Hensel called the meeting to order and read the Affidavit of Posting.

MINUTES

Moved by Mr. Borman, seconded by Mr. White to approve the Finance Committee minutes of April 3, and April 16, 2013, as presented. Motion carried.

Moved by Mr. Heidtke, seconded by Mr. Milich to approve the Finance Sub-Committee minutes of April 10, 17, and 24, 2013, as presented. Motion carried.

RESOLUTION: TRANSFER FOR I.T. PROJECTS

Appearance: Human Services Director Jim Strachota, Information Services Manager Mike McGinnis, and Assistant Information Services Manager Dawn Sericati

Mr. Strachota is requesting \$100,000 to purchase a web-based Human Services billing system, which would incorporate two separate computer programs the department currently uses. The anticipated cost is approximately \$88,000, plus an additional \$8,000 to \$10,000 for importing our current data. Annual maintenance license fees would be approximately \$17,600 for 75 users.

Mr. McGinnis and Ms. Sericati is requesting \$300,000 to purchase a Property Tax billing system. This would include software to incorporate our land records, GIS links, as well as, the property tax billing.

Moved by Mr. Borman, seconded by Mr. Heidtke to approve the resolution authorizing a transfer from the General Fund in the amount of \$100,000 for a Human Services billing software program, and \$300,000 for a Property Tax billing software program, and forward to the County Board. In addition, vendor recommendations for both projects will be presented to this Committee prior to entering into a contract or purchasing any software. Motion carried.

RESOLUTION: BROWNFIELDS GRANT

Appearance: Deputy Planning and Parks Administrator Debora Sielski

Ms. Sielski presented a draft resolution authorizing the Planning & Parks Department to apply for a Brownfield Assessment Grant in the amount of \$600,000 to develop an inventory of Brownfield sites identified for redevelopment. The resolution also authorizes the creation of a Site Revitalization Steering Committee to provide input for the grant application and implementation. If awarded, the grant would allow for a series of Phase I and Phase II environmental assessments of some of the

1 identified Brownfield properties. The EDWC would assist in the development of the grant application
2 and also with community outreach and marketing studies as part of the grant implementation. There is
3 no financial match required and no direct cost to Washington County.
4

5 Moved by Mr. White, seconded by Mr. Borman to approve the resolution authorizing the Planning &
6 Parks department to apply for a Brownfield Assessment Grant from the United States Environmental
7 Protection Agency in an amount not to exceed \$600,000, and forward to the County Board. Motion
8 carried with Mr. Hensel voting no.
9

10 **RESOLUTION: AMENDMENT TO 2013 CAPITAL IMPROVEMENT PLAN - TRANSFER**
11 **FOR RADIO PROJECT**

12 *Appearance: Sheriff Dale Schmidt and Captain Steve Gonwa*
13

14 Moved by Mr. Milich, seconded by Mr. Heidtke to approve the resolution authorizing the transfer of
15 \$75,000 from the Sales Tax Fund to hire a consultant to conduct an independent enhancement study of
16 the Washington County Radio System, and forward to the County Board. Motion carried with Mr.
17 Borman and Mr. White voting no.
18

19 **SALES TAX REPORT**

20 The total received in April, 2013 for sales tax earned in February, 2013 was \$659,200.25, for a 2013
21 total of \$1,340,975.03, net of Cabela's. Moved by Mr. Milich, seconded by Mr. Borman to accept the
22 report. Motion carried.
23

24 **NEXT MEETING DATES**

25 The next regular Finance Committee meeting is tentatively scheduled for Wednesday, May 29, 2013,
26 at 8:30 a.m. The Finance Sub-Committee will tentatively meet on Wednesday, May 8, 15, and 22,
27 2013, at 8:00 a.m.
28

29 **REPORT #1 - FINANCIAL APPROVAL REPORT**

30 Moved by Mr. Borman, seconded by Mr. Hensel to approve early release and presentation to the
31 County Board, Report #1 - Financial Approval Report, in the amount of \$6,766,577.85. Motion
32 carried.
33

34 **ORDINANCE: SHERIFF'S DEPARTMENT STAFFING PLAN**

35 *Appearance: Sheriff Dale Schmidt*
36

37 Sheriff Schmidt presented and discussed proposed staffing changes in the Sheriff's Department for
38 2013, 2014, and beyond. For 2013, he is requesting an additional position of Deputy Sheriff Sergeant
39 effective June 1, and an additional position of Communications Sergeant effective July 1. In addition,
40 Sheriff Schmidt is requesting an additional position of Deputy Sheriff Sergeant effective January 1,
41 2014. If the staffing requests are granted, the vacant Deputy Sheriff Detective Lieutenant position
42 would be eliminated June 1, 2013. Also, the one remaining Deputy Sheriff Detective Lieutenant
43 position would have a title change to Deputy Sheriff Lieutenant. The staffing proposal also includes
44 the addition of one Captain position at some point beyond 2014. No additional funding is required to
45 implement these changes for 2013; however, approximately \$75,000 would be required in 2014.
46

47 Moved by Mr. Borman, seconded by Mr. Milich to approve an ordinance to amend sections 7.02, 7.03,
48 7.05, and 7.16 of the County Code staffing plan as presented, which includes the following staffing

1 changes: add one Deputy Sheriff Sergeant pay grade 11, effective June 1, 2013; add one Deputy
2 Sheriff Sergeant pay grade 11, effective January 1, 2014; add one Communications Supervisor pay
3 grade 10, effective July 1, 2013; eliminate one Deputy Sheriff Detective Lieutenant position pay grade
4 13; and, change the title of one Deputy Sheriff Detective Lieutenant to Deputy Sheriff Lieutenant pay
5 grade 13, effective June 1, 2013, and forward to the County Board. Motion carried.

7 **OUTLAY JAIL ASSESSMENT FUND APPROVAL - DOOR CONTROL CIRCUITS**

8 *Appearance: Sheriff Dale Schmidt*

9
10 Moved by Mr. White seconded by Mr. Milich to approve the purchase of door control circuits in the
11 Jail in the amount of \$3,070.92 using Jail Assessment Funds. Motion carried.

13 **COUNTY TREASURER REPORT**

14 Quarterly Investments

15 Ms. Merten distributed and reviewed the first quarter 2013 investments and interest on investments
16 reports as of March 31, 2013.

18 Interest on Delinquent Property Taxes

19 Ms. Merten distributed and reviewed the interest on delinquent taxes report.

20
21 Moved by Mr. White, seconded by Mr. Borman to accept the first quarter investment report, interest on
22 investments report, and the report on delinquent taxes. Motion carried.

23
24 Mr. Hensel was excused at 10:40 a.m.

25
26 The meeting recessed at 10:40 a.m. and reconvened at 10:45 a.m.

28 **DISCUSSION AND POSSIBLE ACTION ON QUALIFIED ENERGY CONSERVATION** 29 **BONDS (QEBC)**

30 Mr. Johnson informed the Committee that a couple of years ago, Washington County automatically
31 received low cost bonding authority for energy savings projects through a Federal program for energy
32 conservation. We have not utilized this bonding authority and Mr. Johnson does not expect the County
33 to use it in the future. The program has now been opened to include businesses, and there is a qualified
34 business in Southeast Wisconsin who has the opportunity to take advantage of unused bonding
35 authority if it is released by counties who will not be using it.

36
37 Moved by Mr. White, seconded by Mr. Milich to authorize Mr. Johnson to release Washington
38 County's bonding authority for energy savings projects in the amount of \$1,336,369, to the Wisconsin
39 Department of Economic Development. Motion carried.

41 **CAPITAL PROJECT FINANCIAL GUIDELINES**

42 Mr. Johnson presented the Financial Guidelines for Capital Planning for 2014-2019 projects. Mr.
43 Johnson stated that last year, the Executive Committee, and the County Board approved the allocations
44 for 2014 at 60% for property tax offset and 40% for capital projects. In 2015 through 2018, the
45 Executive Committee and County Board approved changing that allocation to 65% for property tax
46 offset and 35% for capital projects. Mr. Johnson's proposal maintains this 65%, 35% allocation for
47 2019. Mr. White proposed changing the 2014 allocation from 60% for property tax offset and 40% for
48 capital projects to 65% for property tax offset and 35% capital projects.

1 Moved by Mr. White, seconded by Mr. Milich to revise the proposed Financial Guidelines for Capital
2 Planning allocation of sales tax revenue for 2014 to 65% for property tax offset and 35% for capital
3 projects. Motion defeated with Mr. Borman and Mr. Heidtke voting no.
4

5 Moved by Mr. Milich, seconded by Mr. Heidtke to forward the draft Financial Guidelines for Capital
6 Planning to the Executive Committee without recommendation and have Mr. Johnson bring this back
7 to the May 29, 2013, Finance Committee for further consideration. Motion carried.
8

9 **REPORT ON PAY CARDS**

10 Ms. Haag reported that at this time, Finance will be holding off on pursuing the option of Pay Cards,
11 however, they will be encouraging employees to utilize direct deposit for those who do not currently
12 use this option.
13

14 **YEAR END FINANCIAL REPORT BY DEPARTMENT**

15 Ms. Haag distributed an unaudited 2012 year end summary of 2012 expenses and revenues. Moved by
16 Mr. White, seconded by Mr. Milich to accept the report. Motion carried.
17

18 **VOUCHERS**

19 Moved by Mr. Heidtke, seconded by Mr. Milich to approve the following:
20 Miscellaneous vouchers in the amount of \$526,591.21.
21 General Accounts Payable vouchers in the amount of \$763,005.23.
22 Human Services Accounts Payable WISACWIS vouchers in the amount of \$16,830.00.
23 Motion carried.
24

25 Moved by Mr. White, seconded by Mr. Milich to approve Mr. Borman's expense voucher in the
26 amount of \$128.82. Motion carried.
27

28 Moved by Mr. Borman, seconded by Mr. White to approve Mr. Heidtke's expense voucher in the
29 amount of \$80.79. Motion carried.
30

31 Moved by Mr. Milich, seconded by Mr. Borman to approve Mr. White's expense voucher in the
32 amount of \$31.64. Motion carried.
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34 **ADJOURNMENT**

35 Moved by Mr. Heidtke, seconded by Mr. Milich to adjourn the meeting at 11:40 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk